

CHIEF EQUITY OFFICER



excellence in all we do

COREValues

Teamwork • Integrity • Innovation • Professionalism

City of San Antonio, Texas

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ABOUT SAN ANTONIO

The City of San Antonio is the Nation's 7th largest city and is home to more than 1.5 million residents. Located in South Central Texas, approximately 140 miles from the Gulf of Mexico, San Antonio offers its residents one of the most attractive and affordable lifestyles in the country. Residents enjoy one of the lowest tax rates in the State as well as a plentiful supply of high-quality housing and low utility rates. The economy of San Antonio is an excellent mix of business services, manufacturing, health care, communications, corporate and regional offices, government, and the convention and tourism industry. San Antonio is rich in recreational and cultural opportunities and is home to the San Antonio Spurs.

CITY GOVERNMENT

San Antonio has a Council-Manager form of government with an eleven-member City Council. Councilmembers are elected by District, while the Mayor is elected at-large. The term of office for the Mayor and all members of the City are two-year terms, for not more than four (4) full terms of office. The City Council appoints the City Manager, who appoints all officials in executive positions with the exception of the City Clerk, City Internal Auditor, Presiding Judge, and Municipal Judges.

The City of San Antonio has been recognized for its high level of professional management by the ICMA and National Civic League, amongst others. For ten consecutive years, the City has maintained a AAA bond rating. The Fiscal Year 2021 adopted operating budget is \$2.9 billion with close to 13,000 employees across over 30 departments. The City has made a commitment to advancing diversity, equity and inclusion, primarily through the formation of a citywide Office of Equity in 2017.

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THE OFFICE OF EQUITY

The Office of Equity is a citywide office focused on advancing social equity and dismantling racism within City Government, to help reduce and ultimately eliminate disparities experienced by our most marginalized San Antonio residents. We do this through supporting City Departments in normalizing concepts of equity, organizing staff to work together for transformational change, and operationalize new practices, policies and procedures that are equity oriented. Our large initiatives include facilitating a Citywide Equity Committee, training City staff to become Equity Trainers, and conducting Department-wide Equity Assessments to help every Department create Equity Action Plans.

Equity means that our policy-making, service delivery, and distribution of resources account for the different histories, challenges, and needs of the people we serve. The Office of Equity recognizes that it will take transformational shift within government to truly address disparities experienced by communities of color and low income communities, and therefore we focus our efforts on elevating the understanding of what it takes to advance equity within every City Department. We believe that equity is everyone's job, and our office provides training, technical assistance and equity specific tools to all of our City Departments and the staff employed there.

The Office of Equity honors and stands in solidarity with grassroots organizers and all of the people who demand change and fight for social justice.



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THE POSITION

The Chief Equity Officer is responsible for providing leadership in the creation, development, and performance of the Diversity, Equity, and Inclusion Office. They will Collaborate with City leadership and community stakeholders to establish equity as a shared value and operating principle across the organization. This position will further advance the City's commitment to diversity, equity, and inclusion by facilitating and strengthening the process for complaints filed under the Non-Discrimination Ordinance to better serve community members. Exercises direct supervision over assigned staff.

ESSENTIAL JOB FUNCTIONS

- Facilitates and supports department training and equity assessments.
- Acts as official representative on diversity, equity, and inclusion to City departments, the City Manager's Office, elected officials, and in the community.
- Develops citywide performance indicators and progress benchmarks to ensure accountability towards equitable delivery of city services.
- Collects, analyzes, and presents data measuring the City's progress on operationalizing equity.
- Facilitates discrimination complaints in collaboration with relevant City departments.
- Coordinates workforce diversity issues and recommends diversity training for the city workforce in collaboration with the Human Resources Department.
- Establishes and maintains effective working relationships with City staff and multi-sector community stakeholders.
- Develops and implements budgets, cost containment procedures, and program improvement measures.
- Manages the preparation of grant applications to ensure adequacy and timeliness.
- Conducts regular national best practices research and comparative analyses to ensure the City's continued progress as a municipal leader in diversity, equity, and inclusion.

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EDUCATION & EXPERIENCE

Qualified candidates will have a Bachelor's Degree from an accredited college in Public Administration or a related field. They will also have Seven (7) years of progressively responsible experience administration of government, community, or educational programs related to equity, including three (3) years of supervisory responsibility. A Master's degree and experience working in a public agency serving a large population is preferred. The most highly qualified candidates for consideration will be selected based on a combination of education, career experience, and accomplishments that best fits the needs of the City of San Antonio.

THE IDEAL CANDIDATE

The successful candidate will be a professional public administrator with a background in integrating equity into an organization's services, engagement, policies, and practices with the goal of eliminating disparities and inequities.

Having a proven track record of relationship building with diverse employee populations is critical and being an influential leader who can attract followers and engage employees is important. The successful candidate must also be accessible, approachable, and will be a progressive leader with a collaborative management style. The ability to communicate messages and presentations skillfully and effectively to stakeholders in a clear and concise manner is critical to be successful in this position.

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SALARY

The City of San Antonio is offering a competitive salary commensurate with experience. The City offers generous benefits and retirement including annual and personal leave; monthly car allowances, deferred compensation plan, relocation/moving expenses and participation in the Texas Municipal Retirement System (TMRS).

HOW TO APPLY

If you are interested in this opportunity, please send a cover letter, resume, references and salary requirements to:

saexecsearch@sanantonio.gov

This position is open until filled. First review of resumes will occur on **November 5th, 2021**. Please submit your application as soon as possible and before the first resume review deadline to ensure you are considered for this position. Upon receipt, resumes will be screened in relation to the criteria outlined in this brochure. Candidates selected for interview will be contacted by the City of San Antonio's Executive Recruiter.

For additional information please contact:

Jeff Baldwin, Executive Recruiter
City of San Antonio
Human Resources Department
saexecsearch@sanantonio.gov
Phone: (210) 207-7939

Please note: Under the Texas Public Information Act, information from your resume may be subject to public disclosure. The City of San Antonio is an Equal Employment Opportunity Employer.